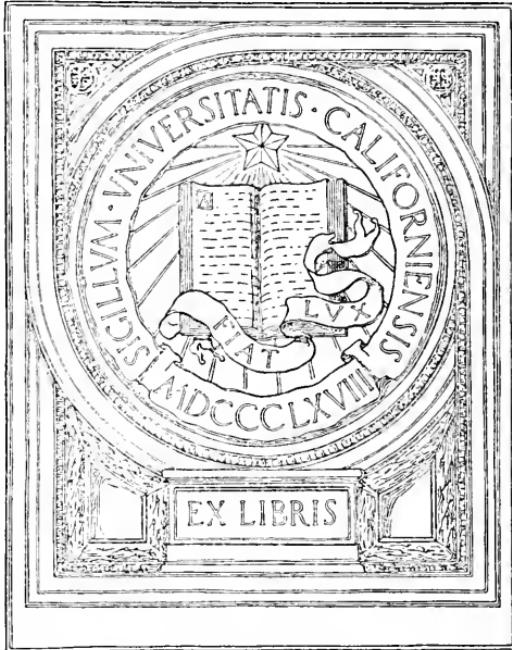


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ORDERS OF THE BOARD
1911

UNIVERSITY OF CALIFORNIA
AT LOS ANGELES



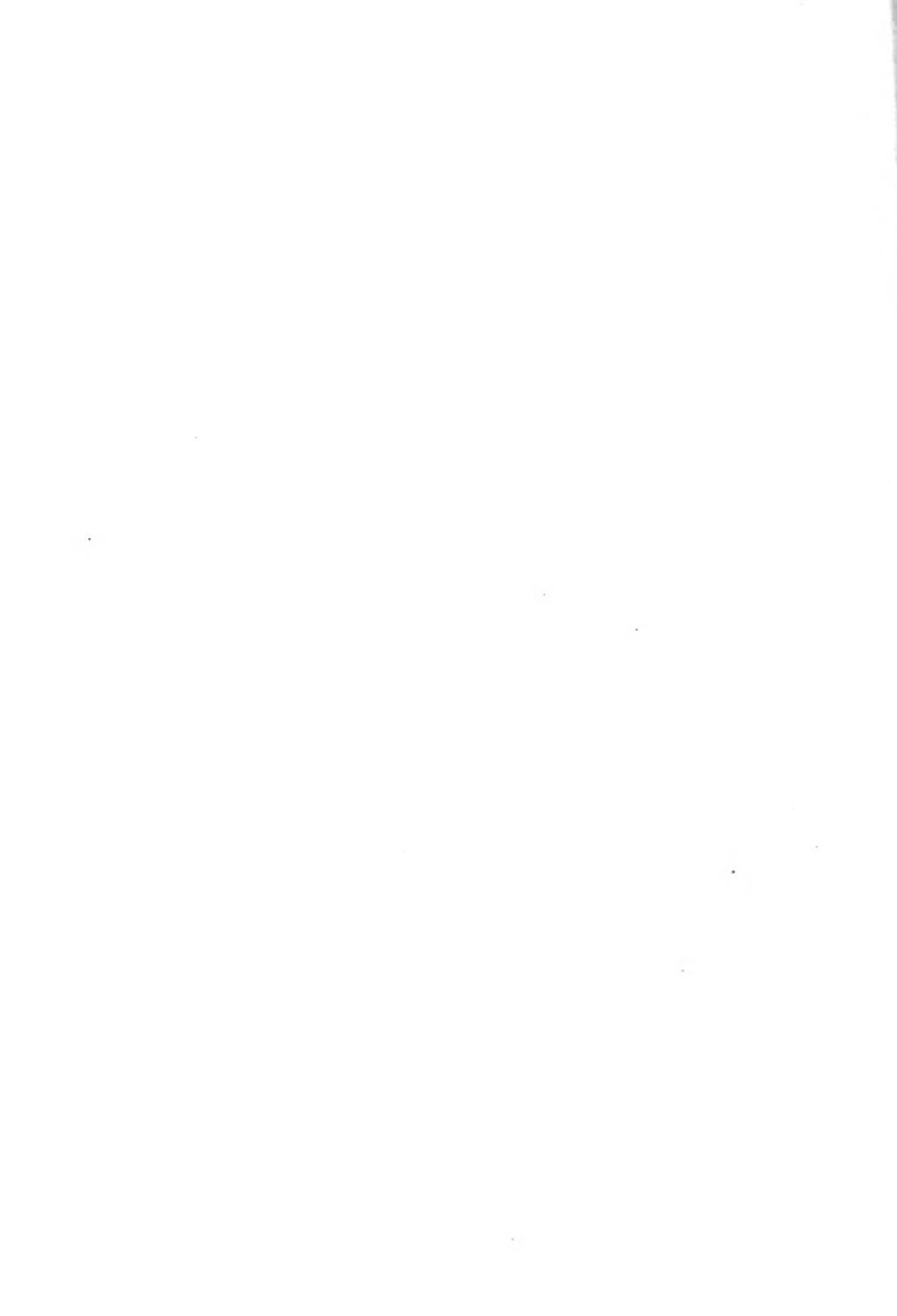


UNIVERSITY OF CALIFORNIA

**STANDING ORDERS
OF THE
BOARD OF REGENTS**

IN FORCE JULY 1, 1911

BERKELEY
THE UNIVERSITY PRESS
1911



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PREFATORY NOTE.

For convenience of reference and citation, and that future Orders may have separate notation, the numbering of the Orders has been changed.

PARALLEL NUMBERING OF ORDERS.

Former Series	New Series						
1	1	29	75	57	156	85	235
2	3	30	77	58	158	86	237
3	5	31	79	59	160	87	239
4	7	32	81	60	170	88	241
5	9	33	83	61	171	89	244
6	11	34	85	62	175	90	245
7	13	35	87	63	177	91	247
8	15	36	90	64	181	92	250
9	17	37	94	65	185	93	255
10	19	38	96	66	187	94	257
11	21	39	98	67	189	95	259
12	23	40	102	68	191	96	261
13	25	41	104	69	194	97	262
14	27	42	106	70	200	98	263
15	30	43	108	71	202	99	265
16	32	44	110	72	204	100	267
17	34	45	112	73	206	101	268
18	40	46	115	74	207	102	269
19	42	47	120	75	215	103	272
20	44	48	126	76	216	104	273
21	46	49	128	77	217	105	280
22	50	50	132	78	220	106	285
23	60	51	134	79	224	107	287
24	62	52	136	80	226	108	289
25	65	53	138	81	228	109	292
26	70	54	150	82	230	110	295
27	72	55	152	83	232	111	297
28	74	56	154	84	234	112	299

Former Series	New Series	Former Series	New Series	Former Series	New Series	Former Series	New Series
113	300	134	337	155	383	176	448
114	302	135	338	156	390	177	450
115	304	136	339	157	392	178	452
116	306	137	340	158	393	179	453
117	308	138	341	159	395	180	455
118	310	139	342	160	400	181	457
119	311	140	343	161	405	182	459
120	313	141	344	162	410	183	"
121	315	142	345	163	412	184	462
122	316	143	346	164	415	185	464
123	317	144	347	165	416	186	470
124	318	145	348	166	417	187	471
125	320	146	349	167	418	188	475
126	323	147	359	168	419	189	480
127	325	148	361	169	420	190	482
128	326	149	365	170	423	191	485
129	327	150	368	171	424	192	490
130	328	151	370	172	440	193	491
131	329	152	372	173	442	194	499
132	335	153	"	174	444	195	500
133	336	154	380	175	446		

⁺ Repeated.

OFFICERS AND MEETINGS.

1.—The regular officers of the Board shall consist of a President, who is the Governor of the State, as provided by law, a Secretary, a Treasurer, a Land Agent, and an Attorney. The offices of Secretary and Land Agent may be held by the same person.

3.—It shall be the duty of the President of the Board ^{President of Board} to preside at its meetings. In case of his absence, or of his inability to act, his place may be supplied, *pro tempore*, for that meeting, by any member of the Board who may be chosen for that purpose by a majority vote of all the members present.

5.—The Secretary, Treasurer, Land Agent, and Attorney shall be elected by the Board and shall hold office ^{officers elected} during the pleasure of the Board. The Secretary, Land Agent, and Treasurer shall give bonds for such amounts and in such form as the Board shall prescribe.

SECRETARY.

7.—It shall be the duty of the Secretary to give notice of all meetings of the Board; to keep and duly record the minutes of its proceedings in a book provided for that purpose; to discharge the duties required of him by law; and to assist the President of the University, the committees of the Board, and the Treasurer, in the discharge of their duties, whenever required by them. In case of the absence of the Secretary, or of his inability to act, his place may be supplied by appointment of the Board, *pro tempore*.

Documents in minutes

9.—No documents, other than reports of committees shall be spread upon the minutes of the Board unless so ordered.

Communications through

11.—Communications, other than from professors and instructors, intended for the Board, may be delivered to the Secretary, who shall report them to the Board at its next regular meeting thereafter; or they may be presented directly to the Board.

Secretary Reports, etc., to be filed in archives

13.—All reports, letters, and other documents presented to the Board must be immediately placed in the hands of the Secretary, who shall file them in the archives of his office.

Date of filing and index of documents

15.—The Secretary shall indorse upon all documents presented to the Board the date of filing and the number of the same in the order of filing, and shall keep and preserve an index thereof by subjects.

Report of condition of budget allotments

17.—The Secretary shall present to the Board, at each regular meeting thereof, a statement showing the disbursements for the last preceding calendar month from the budget allotments, the total disbursements from the budget allotments from the beginning of the fiscal year to the end of such calendar month, and the unexpended balance in each budget allotment.

Report of official acts

19.—The Secretary shall report to the Board, at each regular meeting thereof, his official acts since the last preceding regular meeting of the Board.

Acceptance of work done under contract

21.—The Secretary is authorized, on behalf of the Board, to file acceptances of work done under contracts with the Board, upon certification by the architect thereof.

Claims for insurance

23.—The Secretary is authorized, on behalf of the Board, to file claims against insurance companies for any loss of property of the University insured in such companies, to execute and make oath to proofs of such loss.

and to appoint appraisers to appraise such loss, in accordance with the terms of the policies of insurance, and to receive payments thereunder and to execute receipts and releases therefor.

25.—The Secretary shall procure for purchases in foreign countries open policies of insurance in sufficient amounts to cover contemplated shipments, and upon receipt by him of the invoices and bills of lading for such shipments he is authorized to approve for payment the bills therefor.

Insurance
for
purchases
abroad

27.—The Secretary shall make an annual report to the Board of the conduct of his office and of his official acts up to the close of each fiscal year.

Secretary's
report

TREASURER.

30.—It shall be the duty of the Treasurer to receive and take charge of all moneys of the University subject to the control of the Board; to disburse the same on the warrants of the President of the Board and the Secretary, drawn upon him in pursuance of the orders of the Board; and to make a full report of his receipts and disbursements at each regular meeting of the Board, and at such other times as the Board may specially direct. All moneys received by the Treasurer on account of the University shall be deposited by him without delay to the credit of "The Regents of the University of California."

Treasurer's
duties

32.—All moneys collected by the Secretary, or by any other officer or agent of the Board for account of the University, shall be deposited with the Treasurer immediately upon such collection.

Money to be
deposited
with
Treasurer

34.—Warrants for all disbursements of money shall be drawn upon the Treasurer, in his favor, by the President of the Board and the Secretary, in pursuance of the orders

Warrants,
how drawn

Treasurer's
checks

of the Board. The Treasurer shall immediately disburse by his separate checks the moneys represented by warrants so drawn, and shall deliver such checks to the Secretary for the payment of the accounts represented by such warrants.

Drafts for
petty bills

36.—The drafts representing the total amount of payrolls (wages of mechanics, gardeners, departmental assistants, etc.), and also for groups of "Petty Bills" shall be deposited to the "Secretary's Petty Bill Fund," and the checks against this bank deposit shall be signed jointly by the cashier and by the assistant accountant instead of by the Secretary.

The cashier and the assistant accountant shall have no power to withdraw funds from the Treasury of the University, but will serve merely as disbursing agents. [April 12, 1910.]

Notification
of interest
and renewal
of insurance

40.—It shall be the duty of the Treasurer to notify borrowers of interest due, and to procure the renewal of insurance policies held as security therefor.

Bonds for
Consolidated
Perpetual
Endowment
Fund

42.—The Treasurer of the University, in remitting to the State Treasurer bonds belonging to the University to be placed to the credit of the Consolidated Perpetual Endowment Fund of the University, shall advise the State Controller of such remittances at the time the same are made.

Deposit of
notes

44.—All notes and mortgages, and insurance policies held as security therefor, shall be deposited with the Treasurer.

Bonds, stocks,
and
Securities

46.—All bonds, stocks, and other securities not deposited with the State Treasurer shall be deposited with the Treasurer of the University.

Sale of
stocks

48.—Upon written authorization by the Finance Committee of the Regents, the Treasurer of the Regents is



authorized to endorse for sale stocks owned by The Regents of the University of California. [September 13, 1910.]

50.—In all cases where loans are made, the note, the mortgage, the application, the report of the examiner, the abstract of title, and the opinion of the Attorney shall be deposited with the Treasurer. Mortgage papers

LAND AGENT.

60.—The Land Agent is authorized and empowered to commence and prosecute through the Attorney, in the name of The Regents of the University of California, all suits necessary to enforce the collection of arrears of interest due, or which may become due, on account of sales of land by the University, when the purchasers thereof fail to comply with the terms of their contracts with the University. Land Agent's duties

62.—The Land Agent shall make an annual report to the Board up to the close of each fiscal year. Report

ATTORNEY.

65.—The Attorney shall attend all meetings of the Board and all meetings of committees at which his presence is requested. He shall attend to all legal matters pertaining to the University. Attorney's duties

MEETINGS.

70.—The regular meetings of the Board shall be held on the second Tuesday of each month, except May and July, and on the day preceding Commencement Day in May of each year at such place as may be determined by the Board of Regents from time to time. [May 12, 1908.] Meetings, time and place of

Room for
meetings

72.—The room and adjoining anteroom on the southwest corner of the second floor of the Hopkins Institute of Art shall be set aside for the exclusive use of the Regents, and all meetings of the Board to be held in San Francisco shall be held in such rooms.

Special
meetings

74.—The President of the Board, or any four members thereof, may call special meetings of the Board at any time; and notice of the time, place, and purpose thereof shall be given to each Regent by the Secretary, by letter or telegram, addressed to him at his last known place of business or residence, at least twenty-four hours before the time appointed for such meeting. Service of such notice as aforesaid shall be entered upon the minutes of the Board, and the said minutes, when read and approved at a subsequent meeting of the Board, shall be conclusive upon the question of service.

Business
to be
transacted

75.—No business other than that mentioned in the notice of a special meeting shall be considered at such meeting.

Notification
of meetings

77.—The Treasurer, the Attorney, the Deans of the Affiliated Colleges, and the Director of the Lick Observatory shall be notified of the time of meetings of the Board.

Quorum and
adjournment

79.—Seven Regents shall constitute a quorum for the transaction of business. Any meeting may be adjourned, and its business continued to an appointed day, by the vote of a majority of the Regents present.

ORDER OF BUSINESS.

Order of
business at
regular
and special
meetings

81.—The following shall be the order of business at each regular meeting:

1. Roll call.
2. Reading, correction, and approval of the minutes of the last meeting.
3. Report of the President of the University.

4. Reports of standing committees.
5. Reports of special committees.
6. Reports of the Secretary, Land Agent, and Treasurer.
7. Unfinished business.
8. New business.

At special meetings the order of business shall be the special purpose or purposes for which the meeting was called.

The regular order of business may be suspended at any *suspension* meeting by a vote of two-thirds of the Regents present.

83.—Roberts' Rules of Order is adopted to govern the Rules of order proceedings of the Board, in so far as it shall not be inconsistent with the orders of the Board or the laws governing the Board.

REPORTS AND RESOLUTIONS.

85.—All resolutions presented to the Board shall be in Resolutions writing.

87.—All reports to the Board shall be presented in Reports writing.

COMMITTEES.

90.—There shall be the following standing committees: List of standing committees

On Finance;	} Each consisting of five appointed members.
On Grounds and Buildings;	
On Medical Instruction;	
On Agriculture;	
On Lick Observatory;	} Consisting of four appointed members.
On the San Diego Marine Biological Laboratory;	
On Wilmersding School;	} Each consisting of three appointed members.
On Audit, consisting of three appointed members, none	

of whom, however, shall be members of the Finance Committee. [June 13, 1911.]

Executive committee

92.—The Chairmen of the several standing committees, as provided in Order 90 hereof, or in the absence of any of said Chairmen, the Vice Chairmen of such committee, shall constitute an Executive Committee, and as such shall, at the request of the President of the University or the Chairman of the Finance Committee, meet for the purpose of the consideration of any matters deemed necessary by said President of the University or said Chairman of the Finance Committee, and any action adopted by majority vote of said Executive Committee shall be deemed to be the action of each of said committees. *Provided*, however, that at the request of the Chairman of any committee, any subject matter under discussion and affecting the work of said committee shall be referred to said special committee for its action and report.

Proceedings of the Executive Committee shall be reported to each regular meeting of the Board next thereafter ensuing for its approval. Four Regents shall constitute a quorum of this committee. [September 10, 1907.]

Presidents members of committees

94.—The President of the Board and the President of the University shall be *ex officio* members of all standing and special committees, in addition to the appointed members of such committees.

Nomination, confirmation, and vacancies in standing committees

96.—The Board, at its regular meeting in May in each year, shall nominate the members of the several standing committees and shall recommend them to the President of the Board for his confirmation. Vacancies shall be filled through nomination by the Board, subject to confirmation by the President of the Board. Members of standing committees shall hold office until their successors shall be confirmed by the President of the Board. The member whose name appears first in order on the list of a standing committee, as confirmed by the President of the Board,

shall be the chairman of that committee. The member whose name appears second in order on the list of a standing committee, as confirmed by the President of the Board, shall be the vice chairman of that committee. [August 10, 1909.]

98.—The several standing committees are specially charged with the immediate care and supervision of the subject-matters respectively indicated by, and properly relating to, their titles, which matters unless declared urgent by a two-thirds vote of the Board shall be respectively so referred; and the committees shall severally report progress, or finally, at the next regular meeting of the Board following the reference.

100.—The Committee on Medical Instruction shall be charged with construction work at the Affiliated Colleges and with the care and supervision of the Affiliated Colleges buildings and grounds.

The Committee on Lick Observatory shall be charged with construction work at the Lick Observatory and with the care and supervision of the Lick Observatory building and lands.

The Finance Committee shall be charged with construction work for investment properties and with the care and supervision of such properties.

The Committee on Agriculture shall be charged with construction work for the Department of Agriculture elsewhere than in Berkeley, and with the care and supervision of the buildings and grounds of the Department of Agriculture elsewhere than in Berkeley.

The Committee on Wilmerding School shall be charged with construction work at the Wilmerding School and with the care and supervision of the Wilmerding School buildings and grounds.

The Committee on Grounds and Buildings shall be

Chairman
and Vice-
chairman

Powers of
standing
committees

Special
duties of
certain
committees

charged with all other construction work for the University and with the care and supervision of all other University buildings and grounds. [February 11, 1908.]

Regular
meetings
of standing
committees

102.—The regular meetings of the standing committees shall be held at least once in each month, at times and places to be fixed by each of such committees.

Special
committees

104.—Special committees may be created at any meeting of the Board to act upon any matters not properly belonging to a standing committee. Such committees shall be appointed by the President of the Board, or by resolution, and must report at the regular meeting of the Board next after their appointment, or at such other time as may be directed.

Special
meetings

106.—Special meetings of a committee may be called by the chairman of that committee. In case of the absence of the chairman or of his inability to act, the vice-chairman of the committee is authorized to call such meetings. The President of the University is authorized to call a special meeting of any committee at any time.

Joint
committees

108.—Any matter may be referred to a joint committee composed of two or more standing committees, or composed of a standing and a special committee. Such joint committee shall elect its own chairman, and a majority of its members shall make the report for such joint committee.

Notification of
committee
meetings

110.—The Secretary shall notify the members of each committee of the time and place of all meetings thereof, and shall attend and keep minutes of the proceedings of all meetings.

Quorum of
committee

112.—A number equivalent to a majority of the appointed members of any committee, regular or special, shall constitute a quorum of such committee; provided, however, that if a committee consists of six members, three shall constitute a quorum, and that if a committee consists of four members, two shall constitute a quorum. [June 9, 1908.]

COMMITTEE ON GROUNDS AND BUILDINGS.

115.—The Committee on Grounds and Buildings is authorized and empowered to amend or enlarge any contract made by it by authority of the Board. All such amendments or enlargements shall be reported to the Board for confirmation at the next regular meeting of the Board thereafter, provided that extra orders for less than \$500 in amount may be executed by the Secretary upon approval of a requisition for the work, approved by the President, Secretary, and Chairman of the Committee on Grounds and Buildings, without the necessity of further action by the Committee on Grounds and Buildings or by the Regents. [September 13, 1911.]

Amendment and
enlargement of
contracts

COMMITTEE ON AUDIT.

117.—All bills incurred by any Department of the University shall, before payment, receive the approval of at least two members of the Committee on Audit, which approval shall be endorsed upon the original invoice for payment, or upon such position of voucher blank as may be approved of by said Committee. Payments by the Secretary and by Heads of Departments out of Revolving or Contingent funds shall be continued as heretofore, but the reimbursement of such funds by checks drawn upon the Treasurer shall be approved in the manner heretofore stated for approval of invoices. [April 11, 1911.]

Approval
necessary

FINANCE COMMITTEE.

120.—The Finance Committee shall present to the Board at the regular meeting of the Board in April in each year a budget apportioning to the several departments of the University the estimated income of the University for the ensuing fiscal year, commencing on July first

following. The budget as adopted by the Board, and as subsequently modified or amended by the Board, shall remain in force, subject to further modification or amendment, until a new budget shall be adopted by the Board.

Proxies

122.—Upon written approval of the Finance Committee, the President and Secretary of the Board shall execute proxies for the Regents for the voting of stock owned by the Regents. [September 13, 1910.]

Bonds

124.—Upon written authorization by the Finance Committee, the President and Secretary shall execute in behalf of The Regents of the University of California bonds required in connection with University business. [October 11, 1910.]

Audit of
books

126.—The Finance Committee shall cause the books of account of the University to be audited at least once in every three months and shall report on the audit to the Board at the next regular meeting thereof after the audit shall have been made.

Bills to be
approved by
Finance
Committee

128.—The Finance Committee shall hold two regular meetings each month. The Finance Committee is authorized and empowered to audit and approve for payment the current demands or bills against the University which have been contracted or incurred under authority granted by the Board, other than as provided under Order 158. Immediately after such approval, the Secretary shall forward to the President of the Board for signature a warrant drawn upon the Treasurer for payment of all demands so audited and approved, and the President is hereby authorized to sign such warrant. When signed by the President of the Board, such warrant shall be delivered to the Treasurer, who shall deliver to the Secretary his separate checks in payment of such demands or bills. The payment so made shall be reported to the Board for confirmation at the next regular meeting of the Board thereafter. [June 14, 1910.]

130.—The Finance Committee shall be charged with the construction, care, and supervision of investment properties. [December 10, 1907.] Investment properties

132.—The Finance Committee is authorized and empowered to withdraw from savings banks any and all moneys therein deposited to the credit of The Regents of the University of California, whenever the Committee shall deem it advisable, and, under the instructions of the Board, to invest the same. Savings bank deposits

134.—The Finance Committee is authorized and empowered to negotiate, subject to the approval of the Board, for the purchase of improved real property in the State of California, provided such property will realize at the time of the purchase an income of not less than five per cent. per annum, net, on the purchase price of the same. Purchase of improved real property

136.—The Finance Committee is authorized and empowered to loan on first mortgages of real property in the State of California such moneys of the University as may be available for loans, at rates of interest not less than five per cent. per annum, and for terms not exceeding five years, after the title to such property shall have been approved by the Attorney. Loans on real property

138.—The Finance Committee is authorized and empowered to renew loans upon their maturity, upon the same terms and conditions as those upon which the loans were originally made, and to reduce the loans when so renewed to such amounts as it may deem proper. Renewal of loans

140.—The Finance Committee is authorized to arrange for an overdraft and for the payment of interest on such overdraft at any time the needs of the University, in the opinion of the Finance Committee, require such action. [November 12, 1907.] Overdrafts

FINANCIAL MATTERS.

Orders for payment of money

150.—All orders or resolutions authorizing the expenditure or directing the payment of money shall be passed only by a majority vote of the Regents present at a meeting of the Board, on a call of the roll by ayes and noes, and such vote shall be recorded at length in the minutes of the Board.

Appropriation of \$500 or more to be reported on by Finance Committee

152.—The Board shall not vote upon an appropriation of five hundred dollars (\$500), or over, until the Finance Committee shall have first reported upon such appropriation.

Approvals necessary

154.—No demands or bills shall be ordered paid by the Board until the same shall have been first approved by the President of the University and the Secretary thereof, also by a majority of the Finance Committee, except upon majority vote of two-thirds of the Regents present at a meeting of the Board, on roll call by ayes and noes, and such votes shall be recorded at length in the minutes of the meeting. [September 10, 1907.]

Wages

156.—The wages of laborers, janitors, artisans, policemen, watchmen, and employees of the printing office may be paid weekly upon authorization by the Finance Committee. [September 10, 1907.]

Approval of salary rolls

158.—The Chairman of the Finance Committee is authorized and empowered to approve the current salary rolls, certified by the President of the University and by the Secretary, on or after the fifteenth day of each month, for the current month. Immediately after such approval, the Secretary shall forward to the President of the Board for his signature the warrant drawn upon the Treasurer for such salaries. Such warrant, when signed by the President of the Board, shall be delivered to the Treasurer, who shall deliver to the Secretary, on the last business day of

Warrant

Checks from Treasurer

each month, his separate checks, in payment of such salaries, to the persons to whom the salaries are due and payable.

160.—The Treasurer is hereby authorized and empowered to pay out of the funds of the University under his control any amounts which may be drawn upon him by draft signed by the President and Secretary of the University, and by the Chairman or Vice-Chairman of the Finance Committee; the said draft so signed to be considered as an advance payment by the Treasurer, and the same shall be reported to the Board, to be approved at the next regular meeting of the Board thereafter, and shall be subject to the same conditions of approval as set forth in Order 154. [September 10, 1907.]

Advances
by Treasurer

CUSTOMS AGENT.

165.—Whereas, it is deemed advisable for the convenient and effectual transaction of the customs business of the University of California to appoint in the several collection districts within the United States, or under the jurisdiction thereof, agents and attorneys who shall have the authority to receive and enter at the custom-house in such collection districts any and all goods, wares, and merchandise hereafter imported by said corporation, or which may hereafter arrive consigned to said corporation; to sign the name of said corporation to, and seal and deliver for and as the act and deed of said corporation, any bond or bonds which may be required for or to secure the payment of duties and other charges on any and all such goods, wares, and merchandise; to receive and receipt for any and all sums of money which may become due to said corporation for refund of duties or otherwise; to sign the name of said corporation to, seal and deliver for and as the act and deed of said corporation, any and all bonds requisite or necessary for obtaining the debenture and drawback on any

Authorization
of Customs
Agent

and all goods, wares, and merchandise hereafter exported by said corporation, and to receive and receipt for debenture certificates, and to collect the amount due thereon; to sign the name of said corporation to, and seal and deliver for, and as the act and deed of said corporation, any and all bonds which are or may be required by the customs laws and regulations issued in pursuance thereof, and any and all bonds which may be voluntarily given and accepted in customs procedure; and generally to transact at the said custom-houses any and all customs business in which the said corporation is or may be concerned or interested; and which may be properly transacted or performed by agents and attorneys.

Now, therefore, at a regular meeting of The Regents of the University of California, held at the office of said Board of Regents on the 13th day of November, A. D. 1906, a quorum being present, it is hereby resolved, That the President of the said Regents of the University of California be and is hereby authorized on behalf of the said Board of Regents and as its act and deed, to execute such powers of attorney appointing agents and attorneys, in the several customs collection districts, within the United States or under the jurisdiction thereof, or any of them as in his opinion are or may be necessary or proper to carry into effect the purposes and objects set forth in the foregoing preamble, said powers of attorney to have affixed to them the corporate seal of said Board of Regents, duly attested by the Secretary of said Board of Regents.

Loans.

170.—All applications for loans shall be made in such form as shall be provided by the Finance Committee.

procedure in

171.—When a loan shall have been made on mortgage by the Finance Committee, the President of the Board and the Secretary shall, when requested by the Chairman of the Finance Committee, draw a warrant upon the Treasurer for the amount of such loan. The Treasurer shall there-

upon deliver his check in favor of the borrower to the Attorney. If the title to the property mortgaged shall be approved by the Attorney, he shall deliver such check to the borrower, upon receiving from the borrower the securities properly executed for the loan; and after the mortgage shall have been properly recorded, he shall immediately notify the Treasurer of the date of the delivery of such check. All such loans shall be reported to the Board by the Finance Committee at the next regular meeting of the Board after the loans shall have been made.

173.—The Treasurer of the Regents is authorized and directed to place covering insurance when mortgagors fail to deliver to him renewals before the date of expiration of old policies, and to charge the cost of covering insurance so obtained to the loan account of the mortgagor. [May 14, 1907.]

Covering insurance on mortgaged property

175.—All loans on mortgages made by the Finance Committee shall commence to bear interest immediately upon notification to the borrower that the title is satisfactory to the Regents and that the Regents are ready to pay the amount of the loan. [August 21, 1906.]

Loans on mortgages

177.—The President of the Board and the Secretary are authorized and empowered to execute in the name of The Regents of the University of California and to affix the corporate seal thereof to releases of mortgages, when the same shall have matured, upon orders therefor signed by a majority of the members of the Finance Committee, and upon certificates, signed by the Treasurer and by a majority of the members of the Finance Committee, that the principal and interest, and all other charges thereon, have been paid. The releases, when so executed, shall be delivered by the Secretary to the Attorney, and thereupon the Treasurer shall deliver to the Attorney the mortgages so released and the notes secured thereby, and any other securities held

Release of mortgage after maturity

for the loans secured by such mortgages, and thereupon the Attorney shall deliver such releases, mortgages, notes and other securities to the persons entitled thereto.

Execution of leases

179.—The President and Secretary of the Regents are authorized to execute leases of University property when the terms of such leases shall have been approved by the Finance Committee. [August 10, 1909.]

Release of mortgage after renewal

181.—The President of the Board and the Secretary are authorized and empowered to execute in the name of The Regents of the University of California and to affix the corporate seal thereof to releases of mortgages, when the loans secured thereby shall have been renewed, upon orders therefor signed by a majority of the members of the Finance Committee, and upon certificates, signed by the Treasurer and by a majority of the members of the Finance Committee, that new notes and mortgages have been executed in renewal of such loans and have been delivered into the custody of the Treasurer, and that all interest and other charges on the loans renewed have been paid. The releases, when so executed, shall be delivered by the Secretary to the Attorney, and thereupon the Treasurer shall deliver to the Attorney the mortgages so released and the notes secured thereby, and thereupon the Attorney shall deliver such releases, mortgages, and notes to the persons entitled thereto.

Treasurer's certificate

183.—In the case of loans repaid before the incumbency of the Treasurer of the Regents, the Treasurer is authorized to execute the Treasurer's Certificate in the matter of satisfaction of mortgage, upon certification by the Secretary of the Regents that said loan has been repaid to the Regents. [February 14, 1907.]

Deduction for payment of unauthorized bills

185.—In case any person in the employ of the University in any capacity, and receiving a salary or compensation therefor, shall assume irregularly, or without due authority,

to incur any indebtedness on behalf of the University, and the same shall be paid by the University, the amount thereof shall be deducted from the salary or compensation of the person so incurring such indebtedness.

187.—No purchases exceeding five dollars (\$5) in amount shall be made in any department, except as otherwise provided in these Orders, without previous requisition upon the Secretary, duly signed and approved.

Requisitions
for amounts
exceeding
five dollars

189.—Requisitions shall be made only on Requisition Blanks furnished by the Secretary.

Requisitions
on Books,

Requisitions shall be made in duplicate, and must be signed by the head of the department, or by some other member of the department authorized by the President of the University so to sign; and approved by the President of the University and by the Secretary.

in duplicate
and signed

Requisitions shall not be required where the Board has specifically ordered expenditures for definite purposes; nor for expenditures made under standing orders, authorized by the Board; nor for expenditures for periodicals, serials, blacksmithing, traveling expenses on University business, telegraphing, telephoning, labor or expressage; nor in the expenditure of contingent funds; nor for such other purposes as the President of the University may deem urgent.

When requi-
sitions are
unnecessary

Requisition for the full amount of United States and State appropriations must be made before the fifteenth day of June in each year.

U. S. and State
appropriations

All requisitions must be indorsed with date, name, and amounts of liabilities incurred under such requisitions, and stamped "filled" when exhausted.

Indorsement

When a requisition has been approved, an order issued thereon, and a charge made therefor against an existing appropriation, the amount thereof shall be reported to the Board and added to the apportionment for the next fiscal year if there remains an unexpended balance to the credit of such appropriation.

Unfilled
requisitions

Form of
authorization
for withdrawal
of money from
State treasury

191.—The President of The Regents of the University of California is authorized and empowered to draw from the State Treasury, upon an order drawn upon the State Controller for a warrant on the State Treasurer in favor of the Treasurer of the University of California, at any time at which payments may become due or shall have become due, any and all moneys appropriated by the Legislature of the State of California for the uses of The Regents of the University of California, and any and all moneys received by the State of California from the United States for the uses of The Regents of the University of California, and any and all moneys realized from the Consolidated Perpetual Endowment Fund of the University of California, interests, profits, income, or revenue arising therefrom, which are subject to disbursement to meet the current annual expenses of the University of California, and any and all interest received on bonds held in trust for The Regents of the University of California, and also the annual interest of forty-seven hundred and eighty-five dollars (\$4785), provided for by an Act approved March 3, 1893, as amended March 11, 1899.

Claims due
from the
State

192.—The President and Secretary of the Board are authorized to execute a power of attorney whereby the Treasurer of the Regents shall be authorized to receive and collect from the State of California amounts due to The Regents of the University of California. [April 8, 1907.]

State Treasurer
to pay over
certain moneys

194.—The State Treasurer is directed to pay over to the Treasurer of the University of California all moneys paid into the State Treasury for the redemption of bonds belonging to the University in accordance with the terms of an Act entitled "An Act to provide for the better control and management of the several funds of the University of California, and for the investment and security of the same," approved March 7, 1883.

196.—The Treasurer of the State of California is hereby requested and authorized to pay over to the Treasurer of the University of California all moneys received from the Treasury Department of the United States under the acts of Congress approved August 30, 1890, and March 4, 1907, providing for the more complete endowment and maintenance of Colleges of Agriculture and the Mechanic Arts. [October 8, 1907.]

Authorization
of State
Treasurer

REGENTS.

200.—Regents shall present their commissions upon their first introduction to the Board, and the Secretary shall enter upon the minutes the fact, with an abstract of the commissions.

Commissions
of Regents

202.—No Regent shall be elected or appointed by the Board to any position with a salary.

Regents not to
receive salary

204.—No Regent shall be interested, directly or indirectly, in any contract with the Board, nor in furnishing any supplies to the University, nor in any purchases from the University, nor in the transportation of any goods with those purchased or transported for the University.

Regents not to
be pecuniarily
interested in
University
transactions

SEAL.

206.—The corporate seal of The Regents of the University of California shall be of the following form and design:

Form and
design of seal



[August 9, 1910.]

Seal not to
be used on
teachers'
certificates

Customs
seal

207.—The corporate seal shall not be used on recommendations for teachers' certificates.

SPECIAL CUSTOMS SEAL.

210.—The Regents of the University of California, a corporation having a common seal, hereby adopt as a Special Seal for the use of its officers or agents in executing customs bonds on its behalf in form, word, and figures the following, to wit:



[September 8, 1908.]

ACADEMIC SENATE.

Duties of
Senate

215.—The Academic Senate shall organize and shall perform such duties as are required by law, and shall exercise such other powers as the Board may confer upon it. It shall hold at least two sessions in each year at the seat of the University, and as many others thereat or elsewhere, as may be expedient.

Membership
of Senate

216.—All persons authorized by the Board to engage in instruction in any of the colleges of the University are entitled to participate in the discussions of the Academic Senate; but the power of voting is confined to the President of the University, the professors, resident and non-resident, and the associate and assistant professors.

Secretary of
Senate

217.—The Recorder of the Faculties shall be *ex officio* Secretary of the Academic Senate.

ACADEMIC COLLEGES.

220.—The following academic colleges are established: List of Academic Colleges College of Letters (classical course), leading to the degree of A.B.

- College of Agriculture, leading to the degree of B.S.
- College of Mechanics, leading to the degree of B.S.
- College of Mining, leading to the degree of B.S.
- College of Civil Engineering, leading to the degree of B.S.
- College of Chemistry, leading to the degree of B.S.
- College of Social Sciences, leading to the degree of B.L.
- College of Natural Sciences, leading to the degree of B.S.
- College of Commerce, leading to the degree of B.S.

222.—On the recommendation of the faculty of any one of the Colleges of General Culture (Letters, Social Sciences, Natural Sciences), the Regents of the University shall confer the degree of Juris Doctor on students who shall have completed the two years' graduate course provided for candidates for this degree in the Department of Jurisprudence. [May 9, 1905.] Degree of Juris Doctor

ADMISSION OF STUDENTS.

224.—Every applicant must be at least sixteen years of age, and must present a satisfactory certificate of good moral character. Applicants' age and character

226.—Women shall be admitted to the University, on equal terms with men. Women

228.—Examinations for admission to the University may be held elsewhere than at the seat of the University, in the discretion of the Academic Senate, provided the expenses of such examinations be paid by the applicants. Examinations for admission, where held

Normal
School
Graduates

230.—Graduates of the State Normal Schools of California may be admitted, without examination, to the status of special students in the University. The Academic Senate shall provide special courses, to continue two years, for such students; and on the successful completion thereof a certificate of that fact shall be granted to such students by the University.

VISITATION OF SCHOOLS.

Principal
may request
accrediting

232.—Upon the request of the Principal of any public or private school in California, in which the course of study embraces, in kind and extent, the subjects required for admission to any college of the University, a committee of the Academic Senate may visit such school, and report upon the quality of the instruction given therein. If the report of such committee be favorable, a graduate of the school, upon the personal recommendation of the Principal, accompanied by his certificate that the graduate has satisfactorily completed the studies of the course preparatory to the college he wishes to enter, may, in the discretion of the Faculty of such college, be admitted without examination.

Date of annual
application

234.—All applications made in accordance with the provisions of Article 232 must be in the hands of the Recorder of the Faculties, at the seat of the University, on or before the first day of December in each school year.

Legal
High Schools

235.—Before placing High Schools on the accredited list, it shall be the duty of the committee to ascertain that they are legally established High Schools.

Visitation
of schools

237.—Private schools receiving examination shall pay a fee of five dollars for each such visit, provided that twenty dollars shall be the maximum fee for more than three such visits. If a special journey be required for such visit, the expenses thereof may be assessed against such school. [January 10, 1905.]

239.—The Finance Committee may advance the necessary traveling expenses for visiting the schools throughout the State, upon receiving an estimate thereof approved by the President of the University.

Advance payment of traveling expenses

TUITION FEE.

241.—No tuition fee shall be required from any student in any of the Academic Colleges, who is a resident of California.

No tuition to residents of California.

244.—Students not residents of California shall be charged a tuition fee of twenty dollars per annum in the Academic Colleges, payable in two installments of ten dollars each, the first at the opening of the fall term, in August, and the second at the opening of the spring term, in January.

\$20 to non-residents

FELLOWS AND ASSISTANTS.

245.—Persons appointed as Fellows shall be required to devote all their time to advanced study; except that on the recommendation of the head of the department concerned, and by vote of the Academic Senate, a Fellow may be allowed to offer advanced instruction in the immediate subject which he is studying, to an extent not exceeding two hours per week, or to assist advanced students in laboratory work not exceeding six hours per week.

Duties of Fellows

247.—Persons below the grade of Instructor, who assist in the work of the several departments, either by teaching or in other manner (except as provided in Article 245), shall be given titles suited to the character of their work, such as Assistant, Reader, Laboratory Assistant, or (in case of undergraduates) Student Assistant. Their compensation shall vary according to the amount and nature of the services rendered.

Duties of Assistants

PRIZES.

Prizes to be
authorized

250.—No prize for intellectual work shall be offered to students in the Academic Colleges, except by express authority of the Board.

UNIVERSITY REGISTER.

Register, how
published

255.—The Academic Senate shall prepare annually, as soon as possible in each University year, the Register of the University for publication, transmit the manuscript to the Printer, submit the proof sheets thereof to the President of the University and to the Secretary, and publish and issue the Register.

The Register shall bear on its title page: "Published by the Regents of the University of California."

UNIVERSITY CHRONICLE.

University
Chronicle

257.—The University Chronicle shall be published by the Academic Senate at such times as it shall deem expedient. The publication shall contain a record of the most important events relating to the University.

PUBLICATION OF PAPERS.

Papers

259.—The Academic Senate may publish from time to time papers prepared by members of the Faculty and by graduate students.

CALENDAR.

Terms and
vacations

261.—The academic year shall be divided into two terms: a fall term of nineteen weeks, and a spring term of eighteen or nineteen weeks, as the case may be.

The fall term shall close on the Saturday preceding Christmas eve.



The winter vacation shall be one of three weeks.

The summer vacation shall be one of twelve weeks.

The week of term or vacation shall be the calendar week.

COURSE PREPARATORY TO THE STUDY OF MEDICINE.

262.—There shall be a course of study in the College of Natural Sciences, directly preparatory to the study of Medicine; and students who have completed such course before entering upon their work in the College of Medicine may be granted the degree of B.S. together with that of M.D., on completion of the medical course.

Course for
pre-medical
students

UNIVERSITY EXTENSION IN AGRICULTURE.

263.—A Department of University Extension in Agriculture is created in connection with the College of Agriculture for the purpose of promoting Farmers' Institutes, and such other means of disseminating the benefits of agricultural science as may be deemed expedient. The general supervision of this department shall be entrusted to a special committee of three of the Faculty of the College of Agriculture, viz.: the President of the University, the Professor of Agriculture, and the Professor of Agricultural Practice. The Professor of Agricultural Practice shall be constituted the head of such department, with the title of Superintendent thereof. He shall have immediate supervision of the work of the department, and shall be held responsible for its prosecution.

University
Extension in
Agriculture

265.—There shall be appointed two assistants in the Department of University Extension in Agriculture, to be designated Conductors of Farmers' Institutes, one of whom shall reside at the seat of the University and have charge of the whole area of the State north of the Tehachapi Mountains, and the other shall have charge of, and reside in, that part of the State south of the Tehachapi Mountains.

Conductors of
Farmers'
Institutes

ANTHROPOLOGY.

Advisory
committee in
Anthropology

267.—There shall be an Advisory Committee appointed by the President of the University for the Department of Anthropology, to suggest and to consider propositions for the development of the department; to direct, in accordance with the wishes of the patrons, the various expeditions, explorations, and researches provided for; to have the supervision of the collections received and to see to their safe-keeping; to have a record kept of all collections and objects received by the department; to endeavor to secure a Museum building; and to encourage and direct researches in the various branches of Anthropology.

Secretary of
Department

268.—There shall be appointed a salaried officer of the Department of Anthropology to be designated the Secretary and Executive Officer of the Department of Anthropology.

Scope of
Department of
Anthropology

269.—The department shall conduct special researches in the field and laboratory through its various subdivisions; preserve materials and data secured and promote the formation of a Museum; extend knowledge by publications and lectures; and establish courses of instruction and research in the University.

MILITARY SCIENCE.

Extent of
instruction
in Military
Science

272.—Instruction in Military Science and Tactics and in other military subjects shall be given during at least three hours per week for the first two years of an undergraduate student's course, and not less than two-thirds of the total time shall be devoted to practical drill, including guard mounting and other military ceremonies, and the remainder to theoretical instruction. [September 12, 1905.]

Uniform of
Cadets

273.—The Professor of Military Science and Tactics shall specify the official uniform to be worn by Cadets in



accordance with the regulations of the United States government.

Each student of the University subject to instruction and discipline in military tactics must procure within thirty days after his admission to the University an official uniform and wear the same when performing military duty. No other uniform shall be worn.

The Secretary shall invite, in the usual manner, at or before the beginning of each academic year, proposals for supplying for one year uniforms in accordance with the specifications prepared by the Professor of Military Science and Tactics, and the contract for supplying such uniforms shall be awarded to the best bidder by the President of the University and the Professor of Military Science and Tactics, subject to the approval of the Board. When the cost of the uniform is ascertained, each student shall deposit with the Secretary a sum of money sufficient to cover the entire cost of his uniform, and the Secretary shall then give him an order on the contractor for his uniform. Any part of the uniform may be obtained in the manner prescribed for purchasing the whole. The bills therefor must be approved by the Secretary and the Professor of Military Science and Tactics.

*to be procured
for exclusive
use*

*Contracts for
uniforms*

*Deposit by
student*

GYMNASIUM FEE.

280.—The Gymnasium and Infirmary fee shall be five dollars for each half-year; of this, three dollars to be credited to the Infirmary and two dollars to the Gymnasium fees. This fee shall be required of all students of the colleges at Berkeley. [August 21, 1906; April 11, 1911.]

*Gymnasium
and
Infirmary fee*

UNIVERSITY LIBRARY.

285.—All manuscripts, books, periodicals, and maps belonging to the University shall be deposited either in the general library or in departmental libraries of the various

*Constitution
of University
Library*

departments of instruction. The general library and the several departmental libraries together shall constitute the University Library.

LIBRARY ADMINISTRATION.

Allotment of
funds and
general
administration

289.—The Academic Senate, subject to the approval of the Committee on Library and Museum, shall allot the funds available for the purchase of books and periodicals; determine the manner of purchasing books; and, in general, direct the policy of the Library and advise the Librarian in its administration.

LIBRARIAN.

Librarian's
duties

289.—The Librarian shall be entrusted with the custody and administration of the general library of the University and shall present to the Board, through the President of the University, annual, or other, reports upon its condition, growth, and needs.

Rules

He shall enforce all rules relating to the Library promulgated by the Board.

Fines

He shall collect fines for the undue detention of books and for damage to or loss of the same, and shall pay over all moneys so collected to the Secretary.

DEPARTMENTAL LIBRARIES.

Departmental
libraries

292.—Departmental libraries shall be considered part of the working equipment of the departments to which they are attached, to be provided in the same manner as other equipment, viz., by purchase with funds allowed the departments in the annual budget, or with special funds otherwise available for the use of the departments.

not from
book funds,

The book funds of the general library shall not be diverted to the purchase of books for departmental libraries.

The heads of departments shall have responsible control of the books in their respective departmental libraries, and

shall see to their proper care and use under such general regulations, applicable to all departmental libraries, as may be approved by the Board.

under care of
department
heads

The Librarian shall have authority to deposit permanently in departmental libraries duplicates from the general library; and also to deposit in department libraries, subject to recall, such other books from the general library as may be required in the work of the departments.

Duplicates in
departmental
libraries

EXPENDITURES FOR THE LIBRARY.

295.—The professors and instructors in the Academic Colleges shall, at least once a year, prepare lists of books relating to their respective departments, which they recommend for purchase for the general library. The Librarian shall examine such lists and see that they contain no unnecessary duplicates.

Lists of books
for purchase

These lists shall be given to the Librarian at such times as the Academic Senate, subject to the approval of the Committee on Library and Museum, may determine. In case of non-compliance with this order, the funds may be again allotted. The Librarian and the President of the University shall revise and adopt the lists of books to be purchased; and the lists, as revised and adopted, with the estimated prices, shall be filed with the Secretary, who shall issue the necessary orders and purchase the books, provided the total expenditure shall not exceed the amount previously authorized by the Board to be so expended.

To be revised
and books
ordered

297.—The Librarian is authorized to incur expenses for binding books at or near the close of one fiscal year, payable from the funds of the next succeeding year.

299.—Funds given to the University for the purchase of books for the library shall not be used for stationery, stamps, incidentals, or for the binding of books or periodicals purchased with other funds.

book funds,
restriction

REESE LIBRARY.

Reese library fund
Interest to be spent for books of general interest

300.—The principal of the fund given to the University by the late Michael Reese shall remain an invested fund, and the interest thereof shall be used for the purchase of books. The books purchased and to be purchased from the income of this fund shall constitute the Reese Library of the University of California. This library shall be general in its character, and shall include judiciously selected works pertaining to literature, science, and the arts.

BOOK LOANS TO OTHER LIBRARIES.

Loans to other libraries

302.—Under the direction and by permission of the Committee on Library and Museum, the Librarian is authorized to loan books to other libraries in the United States which are willing in turn to loan books to the University Library; and under the following conditions:

The borrowing library shall be responsible for all books while loaned and in transit, and shall make good any loss or damage to the satisfaction of the lending library.

Books shall be sent and returned by express (not by mail), and all expense of carriage, both ways, shall be paid by the borrowing library. Books must be packed with great care to prevent damage while in transit.

Expense

Before delivery of books to the individual borrower he shall pay to the Secretary the expense incurred therefor; but he may place before the Academic Senate a demand for reimbursement which may be allowed, subject to the approval of the Committee on Library and Museum.

Upon receipt and upon return of borrowed books the respective librarians shall immediately send acknowledgment; and any claim for damage must be based on collation and examination made immediately after the return of the books.

Books in frequent use, or those of great rarity or of

extraordinary value, may be loaned only in the discretion Restriction of the Librarian with the approval of the Committee on Library and Museum.

The period for which loans are granted is left to the discretion of the Librarian.

304.—The Director of the Lick Observatory is authorized in his discretion to lend any book in the Lick Observatory Library to any member of the University.

Lick Observatory Library

CONDUCT OF THE LIBRARY.

306.—Students in the Academic Colleges desiring to withdraw books from the Library must present to the Librarian certificates of admission, signed by the Recorder. Students in the colleges affiliated with the University desiring to withdraw books from the Library must present to the Librarian certificates, signed by the Deans of such colleges, showing that they are students in such colleges, and must deposit five dollars, to be held as security for the safe return of books withdrawn. The deposit shall be returned when the student relinquishes this privilege, provided there be no unpaid charges against him.

Rules for withdrawal of books

A fine of five cents per day shall be paid for each book retained by a student longer than the time specified, and also the cost of messenger service or of notification, when necessary. The amount of such fine may be increased by the Librarian in special instances, subject to the approval of the Committee on Library and Museum.

Fines

308.—Persons who desire to pursue courses of study or reading without becoming members of the University may obtain the privileges of the Library, including the privilege of withdrawing books. Each application for such privileges shall be endorsed by two members of, and be approved by, the Academic Senate, and shall be accompanied by a receipt from the Secretary of the payment of an annual

Use of Library by outsiders.

fee of ten dollars. Such privileges shall lapse on the thirtieth day of June of each year following, but may be renewed on application to the Librarian after payment of the annual fee.

and by
graduates

310.—Graduates of the University desiring to withdraw books shall file with the Librarian certificates of graduation signed by the Recorder, and countersigned by the Secretary, and shall deposit five dollars, to be held as security for the safe return of books withdrawn. The deposit shall be returned when the graduate relinquishes this privilege, provided there be no unpaid charges against him.

Privilege of
library, who
entitled to

311.—Regents, Professors, Instructors, Astronomers, and other officers of the University (including those of the Affiliated Colleges), officers of institutions of higher learning in Berkeley, visiting officers of other institutions, and such benefactors of the University and other persons as may be designated by the Committee on Library and Museum, shall have the privilege of withdrawing books from the Library.

When Library
to be open

313.—The Library shall be open on such days and during such hours as the Librarian and the Committee on Library and Museum shall determine. Rules for the deportment of those who use the Library shall be formulated from time to time by the Librarian with the approval of the Committee on Library and Museum.

Department

LIMITATION OF CIRCULATION.

Cataloguing
of books

315.—All books acquired either by the general library or by departmental libraries, by purchase or by gift, shall pass through the accession and catalogue division of the general library, for proper record, before becoming available for circulation.

316.—Any person who fails to return any book to the Library shall, upon demand of the Librarian, pay to the Librarian the value of such book. The failure to return or pay for any book shall debar such person from further privileges of the Library. All books must be returned whenever called for by the Librarian.

Return of books.

317.—Before the Wednesday next preceding Commencement Day of each year every member of the Academic Senate shall return to the Library all books not in current use, and shall verify the list of those he may desire to retain, to the satisfaction of the Librarian.

annually

318.—Encyclopaedias, gazetteers, atlases, dictionaries, bound newspapers, sets of periodicals, prints, costly works of fine art, works of great rarity, those presented to the Library on condition of being used for reference only, and such others as may be designated by the Committee on Library and Museum, shall be used in the Library only, and shall not be taken therefrom.

Books not to be withdrawn at all.

Works of rarity or of considerable value in respect to typography, illustration, or binding, sets of periodicals and current periodicals of interest to more than one department of instruction shall not be withdrawn from the Library until thirty days after their receipt. Periodicals of special interest to any one department may be removed to seminary rooms in any building of the Academic Colleges for a period not exceeding thirty days.

and those subject to withdrawal after thirty days

Other works not comprised under paragraphs one and two of this Article, including single volumes of bound periodicals and unbound back numbers of periodicals not difficult to replace, may be withdrawn under conditions elsewhere specified in these Orders.

No books shall be taken from the Library except by permission of the Librarian, nor until after they have been duly charged to borrowers. A complete record thereof shall be kept by the Librarian.

charging of books

Penalty for
violation of
rules

320.—Any borrower for willful violation of these rules of the Library may be debarred by the Librarian from withdrawing books during the remainder of a current term, and for such other specified time as the President of the University may direct.

ART GALLERY.

Permission
necessary for
placing
portraits

323.—No portrait or painting shall be placed in the University Art Gallery unless by permission of the Board.

Deposit payable
in advance

325.—All students using the several laboratories must make a deposit with the Secretary for each term in advance.

The amount of such deposit shall be designated by the President of the University, and shall be estimated to cover the cost of the materials to be used.

May be
remitted

326.—The President of the University may remit or permit to be deferred the payment of laboratory deposits in the case of students unable to pay the same.

Labor a
substitute for
deposits

327.—The officer in charge of a laboratory is authorized to permit any worthy student to render services in the laboratory, on account of his laboratory fees, at the rate of twenty cents an hour. The Secretary is authorized to give such student credit for such services on certification by such officer.

Return of
deposits

328.—Laboratory deposits, or the remainder thereof after settlement, shall be returned to the students making the same upon the surrender of the deposit receipts therefor.

Checks

329.—Checks for the refund of laboratory deposits shall be payable by the Treasurer when signed by the officer in charge of the laboratory and by the Secretary.

ASTRONOMICAL DEPARTMENTS.

335.—The official designation of the Lick Observatory and Telescope on Mount Hamilton shall be "The Lick Astronomical Department of the University of California."

Lick Observatory

336.—The remainder of the \$700,000 given by James Lick for the foundation and endowment of the Lick Observatory and such other sums as may from time to time be given, bequeathed, or provided for the endowment of the Lick Observatory, shall be known as the "Endowment Fund of the Lick Astronomical Department of the University of California," and shall be kept separate and apart from all other funds of the University. A separate account shall be kept of this fund; and its annual earnings, or so much thereof as may be necessary, shall be used for the support of the Lick Observatory. The accounts of the fund shall be balanced at the end of each fiscal year, and any unexpended balance may be either added to the principal and become an integral part thereof, or may be added to the income of the succeeding fiscal year, and be expended in that fiscal year, or subsequently, in the discretion of the Board. Other sums of money may be set apart for the support of the Lick Observatory in the annual budget, in the discretion of the Board.

Endowment fund

337.—The salaries of the officers and employees of the Lick Observatory shall be paid in the manner in which the salaries of the Professors in the Academic Colleges are paid.

Salaries, how paid

338.—At the beginning of each fiscal year the Finance Committee shall arrange a separate budget for the Lick Observatory. The budget shall be submitted to, and approved by, the Board and shall not be deviated from except upon its order.

Budget

Officers of Lick Observatory

339.—The officers of the Lick Observatory shall be a director whose title shall be Director and Astronomer of the Lick Observatory of the University of California; Astronomers and Assistant Astronomers of the Lick Observatory; and such other officers and employees as shall be appointed or employed by the Board. The officers and employees shall be provided at Mount Hamilton with quarters to be assigned them by the Director.

Director

340.—The Director shall have supervision of all the scientific and administrative affairs of the Lick Observatory, and conduct its scientific and other correspondence, being responsible directly to the Board for the performance of his duties. He shall make an annual report to the President of the University on the first day of September in each year. Scientific and other work of the Lick Observatory shall be assigned by the Director to the Astronomers and other officers.

Communications for Board.

341.—The Director shall forward to the President of the University all proper communications to the Board from officers or employees of the Lick Observatory. The communications shall be presented to the Board by the President of the University at the next regular meeting of the Board after they shall have been received.

and for journals

342.—No communications to journals, purporting to emanate from the Lick Observatory, or relating to the work of the Lick Observatory, shall be made by officers or employees thereof without the formal approval of the Director.

Vacations for Lick Observatory staff

343.—Vacations without loss of pay, not to exceed two months in each calendar year, may be granted by the President of the University, on the recommendation of the Director, to the Astronomers and officers of the Lick Observatory; and by the President of the University to the Director.

344.—The President of the University shall provide from time to time for the delivery of lectures on astronomical subjects at the seat of the University by the Astronomers of the Lick Observatory. The number and the dates of these lectures shall be so arranged as to interfere as little as possible with the astronomical work at Mount Hamilton.

Lectures at
Berkeley

345.—The names of the two branches of the general Astronomical Department of the University of California shall be "The Lick Astronomical Department," which shall be at Mount Hamilton, and the "Berkeley Astronomical Department," which shall be at the seat of the University.

Names of
Astronomical
departments

346.—All undergraduate instruction in astronomy, and such graduate instruction therein as shall not be carried on at the Lick Observatory under the direct teaching of the Lick Observatory staff, shall be in charge of the Faculties of the Academic Colleges, of which the Astronomers and Assistant Astronomers of the Lick Observatory shall be members. All instruction at the Lick Observatory shall be in charge of the Astronomers and Assistant Astronomers of the Lick Observatory, and shall be restricted to such students as are qualified to be on the footing of astronomical assistants.

Instruction in
Academic
Colleges,
and in Lick
Observatory

347.—Properly qualified students may be received at the Lick Observatory on the recommendation of the Director and of the Academic Senate with the approval of the President of the University. All candidates for higher degrees in astronomy shall spend at least one year in study at the seat of the University.

Admission of
students to
Lick
Observatory

348.—Regular nights in each month, not exceeding one in each week, shall be set apart by the Director for the reception of visitors at the Lick Observatory. Visitors will be received on those nights between certain hours to be designated by the Director, and at no other times.

visitors'
nights

PROFESSIONAL COLLEGES.

COLLEGE OF MEDICINE.

College of
Medicine

349.—There shall be a College of Medicine known and designated as the College of Medicine of the University of California. The Department of the College of Medicine of the University of California which offers instruction in Los Angeles shall be known as the Los Angeles Department of the College of Medicine of the University of California. The several professors in the College of Medicine shall be appointed by the Board, and shall hold their positions upon the same basis as the other professors of the University. [May 11, 1909.]

Diplomas for
Los Angeles
Department

357.—The President of the University and the Dean of the Los Angeles Medical Department are authorized to endorse upon the diplomas of recommended graduates of the medical college of the University of Southern California who received their degrees before the medical college of the University of Southern California was made a part of the University of California, a certificate of the fact that the medical college from which they received their degrees has subsequently become a part of the University of California as the Los Angeles Medical Department of the University of California; provided, that the Faculty of the Los Angeles Medical Department shall recommend a list of persons whose diplomas should, in their opinion, receive such certification. [Action taken April 11, 1911; not technically a Standing Order.]

Under control
of Board

359.—The Board shall have the same control, conduct, and direction of the College of Medicine in every respect that the Board has of the other colleges and departments of the University.

361.—The Faculty of the College of Medicine shall have power, subject to the approval of the Academic Senate, to determine the qualifications for admission of students thereto, to establish the course of study therein, and to make regulations, not inconsistent with the law and the orders of the Board, for the preservation of order and for the management of the internal affairs of the College.

Faculty...
powers of

363.—The work of the first two years in medicine, that is, the departments of anatomy, physiology, and pathology, shall be done in Berkeley. [June 12, 1906.]

Work in
Berkeley

365.—Matriculation and tuition fees in the College of Medicine shall be fixed by the Board. Laboratory and other fees shall be fixed by the President of the University.

Fees

366.—No non-resident fee shall be charged non-resident students paying full tuition in the College of Medicine. [September 10, 1907.]

368.—All purchases of materials and supplies for the College of Medicine shall be by requisition signed by the Dean of the College and approved by the President of the University and by the Secretary. All bills incurred shall be approved by the Dean of the College and by the proper Committees, and shall be presented to the Board for approval.

Purchases

370.—All moneys collected by the Dean of the College, or by any other officer or agent of the Board, for account of the College of Medicine, shall be deposited immediately with the Treasurer and by him credited to the College.

Money

372.—Receipts for moneys received by the College of Medicine shall be made in triplicate; and one copy thereof shall be given to the person making the payment, a second copy shall be kept on file in the College, and a third copy shall be forwarded to the Secretary.

Receipts

COLLEGE OF DENTISTRY.

College of Dentistry

380.—There shall be a college known and designated as the College of Dentistry of the University of California. The several professors in the College of Dentistry shall be appointed by the Board, and shall hold their positions upon the same basis as the other professors of the University.

Finances

382.—The Secretary was instructed to take entire charge of the financial affairs of the Dental Department from January 1st, 1907. [December 11, 1906.]

Powers of Faculty

383.—The Faculty of the College of Dentistry shall have power, subject to the approval of the Academic Senate, to determine the qualifications for admission of students thereto, to establish the course of study therein, and to make regulations, not inconsistent with the law and the orders of the Board, for the preservation of order and for the management of the internal affairs of the College.

AFFILIATED COLLEGES.

List of Affiliated Colleges

390.—The affiliated colleges are as follows:

The Hastings College of the Law.

The California College of Pharmacy.

The San Francisco Institute of Art.

No liability for expense

392.—No officer or employé in any affiliated college of the University shall receive any salary or wages as such from the funds of the University under the control of the Board, and no liability shall be incurred on behalf of the Board by any officer or employé in any affiliated college.

Diplomas

393.—The affiliated colleges of the University shall supply their own diplomas.

College of Pharmacy

395.—The Degree of Graduate in Pharmacy shall be conferred by the Board in accordance with such terms as the Faculty of the College of Pharmacy may from time to

time determine. Such other degrees may be established as the Academic Senate may recommend and the Board approve.

UNIVERSITY EXTENSION.

400.—There shall be a department known and designated as the Department of University Extension, which shall be in immediate charge of a Director, whose field of work shall be separated from that of the regular courses established in the University.

The Academic Senate shall supervise the courses of ^{supervision} instruction given in this department, and determine the value, in the curriculum for any degree, of certificates given students for the completion of such courses.

Fees, to be fixed by the President of the University, may ^{fees} be collected from attendants upon University Extension courses.

SUMMER SESSION.

405.—A Summer Session is authorized in the Academic Colleges, to continue for six weeks during the summer vacation.

Members of the Academic Senate who give instruction in the Summer Session shall receive a stated remuneration therefor, to be fixed by the President of the University. The President of the University is authorized to employ, when necessary for instruction in the Summer Session, persons not members of the Academic Senate and to fix their remuneration for such service.

The Academic Senate shall determine the value, in the ^{credit for} _{degrees} curriculum for any degree, of certificates given students for work done by them in the Summer Session.

For the support of any one Summer Session the Board ^{Guaranty} will guarantee an amount equal to the receipts of the Summer Session immediately preceding.

University Extension

Length of
Summer
session

Fees Fees to be fixed by the President of the University may be collected from the students of the Summer Session.

408.—The fee for the Summer School in Surveying shall be fifteen dollars. [February 11, 1908.]

DIPLOMAS.

Signatures and seal on diplomas **410.**—The signatures of the President of the Board, of the President of the University, and of the Dean of the college from which the student graduates, or when such college is without a dean, then of the Dean of the Faculties, and the seal of the Regents of the University shall be placed on all diplomas. [April 11, 1911.]

Duplicates **412.**—The President of the University is authorized to issue duplicates of diplomas in case of the loss or destruction of the originals.

THE PRESIDENT OF THE UNIVERSITY.

President to have charge of all officers and employés **415.**—The President shall be charged with the direction, subject to the Board, of all officers and employés of the University.

Initiative in appointments, etc. **416.**—The President shall have the sole initiative in appointments and removals of professors and other teachers and in matters affecting their salaries.

Communications from Academic Senate **417.**—All communications to the Board from the Academic Senate shall be presented to the Board by the President at the next regular meeting of the Board after they shall have been received by him.

and from members thereof **418.**—The President shall be the sole organ of communication between the members of the Academic Senate and the Regents. Communications from professors and instructors intended for the Board shall be forwarded through the President of the University and be filed by him.

419.—The President is authorized to employ, dismiss, and direct the duties of laborers, janitors, artisans, policemen, and watchmen. Supervision of laborers

420.—The President shall have control of the grounds and the care of all University property, except as otherwise provided by the orders of the Board. Control of property

421.—The President shall be given charge of the buildings and grounds of the Affiliated Colleges. [January 15, 1907.]

422.—The President shall have control of matters of health and sanitation in the University. [June 9, 1908.]

423.—The President is authorized to assign the lecture and recitation rooms, and to permit the use of halls for lectures and other purposes. Assignment of rooms

424.—The University Printing Office shall be in charge of the President. Printing office

430.—In the absence of the President of the University from the State at any time, the Dean of the Academic Faculties is authorized to sign all documents requiring the signature of the President of the University: in the absence of the President of the University from the State and in the absence of the Dean of the Academic Faculties from the University, or when the President of the University is absent from the University but is within the State, the Chairman of the Committee on Grounds and Buildings is authorized to sign all documents requiring the signature of the President of the University. [September 7, 1909.] Signatures in absence of President

DEANS.

435.—Deans for all the colleges of the University, except as otherwise provided by law, a Dean for the Graduate

Deans

School, and an Advisor for the two lower classes, shall be appointed by the Board in the same manner as professors and other teachers, with such duties and compensation in each particular case as may be assigned from time to time by the President of the University. The same person may serve as the Dean of more than one college. [May 12, 1908.]

Absence of
Dean

437.—The Dean of the Graduate School shall become Dean of the Academic Faculties at and during such time or times as the Dean of the Academic Faculties may be absent from the University or unable to act. [September 7, 1909.]

PROFESSORS AND INSTRUCTORS.

Employment of
time for private
advantage

440.—No one in the service of the University shall impair his service by devoting to private purposes any portion of the time due by him to the University.

Use of
material

442.—If any University material be used in work for which extra personal compensation is received, by any member of the University, a strict account shall be rendered for all materials so used, and payment be made therefor.

Retirement of
professors

444.—A professor who, after twenty years of service in the University of California, shall have attained the age of sixty-five years, shall be appointed professor emeritus, with pay at the rate of two-thirds of the average salary paid him during the five years next preceding such appointment; provided, that in case such person shall be eligible for a retiring allowance from the Carnegie Foundation for the Advancement of Teaching, his pay from the University shall not exceed the difference between two-thirds of the average salary paid him during the five years next preceding such appointment as professor emeritus and the amount of his Carnegie retiring allowance; and provided, further, that the University will pay no retiring allowance to the

widow of such a professor; and provided, further, that the Regents may request a professor to continue in regular service, although he has rendered twenty years of service in the University and has attained the age of sixty-five years. [March 9, 1909.]

446.—In case of the death of any officer of the University his salary shall continue until the end of the current month.

Continuance of
salary after
death

LEAVES OF ABSENCE.

448.—No salary or compensation shall be paid to professors, instructors, or other officers or employés of the University unless they shall be actively engaged in some department of the University; but such service may, upon recommendation of the President of the University and with the approval of the Board, be performed elsewhere than at the seat of a department of the University.

Detail for work
abroad

450.—No officer of instruction in the faculties of the Academic Colleges shall absent himself from his duties at the University during the academic year, ending with Commencement Day, without leave of absence granted in accordance with the orders of the Board.

Absence from
duties

452.—Leaves of absence may be granted to professors, instructors, and other officers and employés of the University for good cause, without loss of pay, by the President of the University for a period not exceeding thirty days, and for a longer period by the President of the University with the approval of the Board.

Leave for
thirty days

453.—Professors, associate professors, and assistant professors in the faculties of the Academic Colleges shall be entitled to leaves of absence of one year after six years of continuous service, upon recommendation of the President of the University, with the approval of the Board, with pay at the rate of two-thirds of the salary paid them during

Leave for
sabbatical
year

the year next preceding such leave of absence; provided, that in the cases of those who, on December 12, 1899, were professors in the University and had not yet enjoyed the privilege of a year's absence on full pay, the first leave of absence granted may be with full pay.

STUDENT AFFAIRS.

Advisor

455.—A salaried officer shall be appointed by the Board to be known as Advisor, who shall assist the President of the University and the faculties of the Academic Colleges in matters pertaining to the general and personal interests of the students of the Sophomore and Freshman classes.

Fee for special examinations.

457.—A fee of five dollars shall be charged students for special examinations; provided that ten dollars only shall be charged for special examinations in two or more courses in any half-year. The President of the University is authorized to remit such fee to any student who is unable to pay the same.

Fee for addition of courses

458.—A fee of one dollar per course shall be charged to students for adding to, or substituting any course or courses on, their study cards at any time later than fourteen days after registration; provided, that such addition or substitution be not due to the action of the Academic Senate or of any instructor, nor to other circumstances that the student could not have foreseen. [May 12, 1908.]

and for late registration

459.—Undergraduates in the Academic Colleges shall be charged a fee of two dollars for late registration.

Absence from illness

462.—Exenses given to students in the Academic Colleges for absence on account of illness shall be signed by one of the medical examiners.

Boarding house inspection

464.—No boarding-house shall be placed on the approved list, the sanitary condition of which has not been certified to by the University Board of Health, after personal examination by one or more of the members thereof.

UNIVERSITY PRINTING OFFICE.

470.—The Printer shall do no work and furnish no material without a written order therefor; shall deliver no work without taking a receipt therefor on the order itself; shall keep a record of all work done, and for whom done; and shall report monthly to the Secretary a list of work done, together with the orders, receipts, and copies of matter printed.

471.—The President of the University may permit printing for officers of the University, affiliated colleges and organizations connected with the University but not officially a part of it, to be done at the University Printing Office at cost.

STATE PRINTER.

475.—All orders and requisitions from the University upon the State Printer shall be made by the Secretary, and shall be reported to the Board.

UNIVERSITY SITE.

480.—The privilege of using any roads in the University grounds is a mere license, revocable at the pleasure of the Board. [September 1, 1885.]

482.—The University site shall be kept intact for the sole use of the University, and no public avenues or streets shall be permitted through the same.

SUPERINTENDENT.

485.—A Superintendent shall be appointed by the Board whose duty, subject to the direction of the President of the University, shall be to have the charge of laborers, janitors,

Rules of
printing officeUnofficial
printingOrders on
State PrinterLicense for use
of roadssite to be kept
intactDuties of
Superintendent

artisans, watchmen, and policemen, employed by the University. The Superintendent shall make monthly reports to the President of the University of all work done by such persons.

LAND AGENT.

Fees for
patents

490.—The Land Agent is required and instructed to collect the following fees for issuance of patents under the Agricultural College Grant of one hundred and fifty thousand acres: For each and every application, a fee of five dollars. For each one hundred and sixty acres, or fractional part thereof, the fee of the Secretary of State for affixing the seal of the State to said patents. [October 15, 1884.]

Assignment
of contracts

491.—No assignments of contracts shall be accepted unless of advantage to the University; and when the original applicant is financially responsible, he shall be held responsible for all money due on land. [January 18, 1890.]

AMENDMENTS OF ORDERS.

Amendment
or orders

499.—Any proposal to amend any order of the Board shall be presented to the Board, in writing, and no action shall be taken thereon until the next regular meeting of the Board thereafter. If the proposer of an amendment be not present at the regular meeting for which notice of the consideration of such amendment was given, consideration thereof shall be postponed until the following meeting. [May 9, 1905.]

REPEAL OF ORDERS.

Repeal

500.—All orders of the Board inconsistent with the orders printed in this Manual are hereby rescinded and repealed. [November 8, 1904.]

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